

DEPARTMENT OF ADMINISTRATIVE SERVICES
FISCAL SERVICES DIVISION
JOB OPPORTUNITY
Supervising Accounts Examiner

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current State employees who are on the current examination list for Supervising Accounts Examiner or those who previously held permanent status in the class or are eligible for lateral transfer.

Location: State Office Building, 165 Capitol Ave., Hartford, CT

Job Posting No: 00111014

Hours: 40 hours per week

Salary: AR-29 \$82,534.00 - \$107,280.00

Closing Date: May 8, 2015

Eligibility Requirement: Candidates must be on the current examination list for this classification. Individuals currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position Information: Schedules, assigns, oversees, and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or make recommendations on the development of policies and standards; acts as liaison with other operating units, agencies, and outside officials regarding unit policies and procedures; prepares reports and correspondence; reviews audit reports for conformance with policies and regulations; may conduct hearings or conferences with those audited; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant State and federal laws, statutes, and regulations; considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze and evaluate accounting procedures; considerable ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports; supervisory ability.

General Experience: Eight (8) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been performing the most complex accounting function or acting in a lead or consultative capacity at or above the level of Associate Accountant or Associate Accounts Examiner.

Substitutions Allowed:

1. College training in Accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

Preferred Experience: In addition to the above requirements, the preferred candidate will have seven (7) or more years experience in performing auditing/accounting duties for local school districts with an emphasis on grant reporting; seven (7) or more years experience in dealing with officials at all levels of government on finance issues including school construction; and demonstrated oral and written communication skills.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, copies of their last two performance appraisals, and attendance records for the past two years no later than the close of business on May 8, 2015 to:

Linda Shackett-Blue
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06107
FAX (860) 622-2968

Note: This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.